

Public Safety Service

Code: **9221**

Police Service Group  
Police Identification Series

**CLASS TITLE: Director of Police Records**

**CHARACTERISTICS OF THE CLASS:** Under direction, the class is managerial in nature, directing operations and providing administrative oversight to the Police Department's Records Division; and performs related duties as required.

**ESSENTIAL DUTIES:** Directs sworn and non-sworn management personnel responsible for overseeing the division's criminal records management, fingerprint identification, warrants processing, gun registration, subpoena processing and related police records processing functions; manages all personnel and functions within area of authority; works with managers in evaluating current and developing new systems and procedures to improve efficiency of operations; monitors division's work functions to ensure established work objectives and productivity standards are met; develops and implements policies and procedures to maintain the security and integrity of criminal history records; functions as the Police Department's Freedom of Information Officer; confers with managers and vendors to address integrating new technologies into existing automated fingerprint identification and criminal records systems; acts as a liaison with local, state and federal criminal justice agencies on issues relating to the sharing of criminal history records; prepares the division's operating budget; directs the division's administrative support functions; oversees the preparation of division's operating and management reports.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by five years of progressively responsible managerial experience in the planning and implementation of administrative and/or operational programs, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of management theory and techniques. Considerable knowledge of the principles of strategic planning. Considerable knowledge of the city's police operations and procedures. Considerable knowledge of criminal records

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management and fingerprint identification practices.

Ability to manage and coordinate a large records management and fingerprint identification operation. Ability to supervise management staff. Ability to analyze operations and implement programs.

Considerable management skills. Considerable organizational skills. Considerable skill in the development and implementation of administrative policies. Good human relations skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003  
City of Chicago  
Department of Personnel